

VMR-VRO CHECKLIST BANK ACCOUNT (ACH)- CHANGING BANK INFORMATION

Narrative - Bank Account (ACH) information can be added with the proper authorization.

Do not change or adjust ACH information on cities, counties, schools, interfaces or any location identified for a state agency because they may have a specific type of bank account because of certain types of grant payments. Changes to these types of accounts can result in numerous problems. Refer any ACH changes for these entities to the Vendor Registry Office.

Guideline Reference: Bank Account (ACH) – Changing Bank Information

Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

1. SetID: SHARE

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search: SHARE

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE %	Regular	INACTIVE-503	BUSINESS	HUTTON OIL CO	
SHARE %81547	Regular	DESUTTER-002	2155	DESUTTER, KERI	

2. Enter your search criteria.
3. Click on the selected vendor.

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4. Click on the Location tab.

Summary Identifying Information Address **Location** Custom

SetID: SHARE
Vendor: 0000075488 Short Vendor Name: A & A-001 Name: A & A MOTORCOACH INC

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last

'Location: REMIT ☒ Default

Description: YAKIMA,WA [RTV Fees](#)

Details Find | View All First 1 of 1 Last

'Effective Date: 10/04/2006

Status: Active

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) 1099 [Expand All](#) [Collapse All](#)

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

[Expand All](#) [Collapse All](#)

5. Add a new row to the location detail containing the ACH information.

Summary Identifying Information Address **Location** Custom

SetID: SHARE
Vendor: 0000075488 Short Vendor Name: A & A-001 Name: A & A MOTORCOACH INC

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | New All First 1 of 1 Last

'Location: REMIT ☒ Default

Description: YAKIMA,WA [RTV Fees](#)

Details Find | View All First 1 of 1 Last

'Effective Date: 10/04/2006

Status: Active


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6. Open the Payables link.

The screenshot shows a web form for a Vendor Location. At the top are tabs: Summary, Identifying Information, Address, Contacts, Location (selected), and Custom. Below the tabs, the SetID is SHARE, Vendor is 0000075488, Short Vendor Name is A & A-001, and Name is A & A MOTORCOACH INC. A note states: "A vendor location is a default set of rules which define how you conduct business with a vendor." The Location section has a 'Location' field with 'REMIT' and a 'Description' field with 'YAKIMA, WA'. There is a 'Default' checkbox which is checked. Below this is a 'Details' section with an 'Effective Date' of 10/04/2006 and a 'Status' dropdown set to 'Active'. At the bottom, the 'Options' section contains links for Payables, Procurement, Sales/Use Tax, and 1099. An arrow points from the 'Payables' link to the instruction above.

7. Click on the Vendor Bank Account Options.

The screenshot shows a vertical menu with several options, each preceded by a right-pointing arrow. The options are: Additional Payables Options, Matching/Approval Options, Electronic File Options, Self-Billed Invoice Options, Vendor Bank Account Options, Vendor Type Options, HIPAA Information, and Debit Memo Options. An arrow points from the instruction above to the 'Vendor Bank Account Options' item.

8. The existing bank information will appear, simply delete the data in the fields and enter over the new information. Do not add another row using the  icon in the upper right corner.
9. Click 'OK'
10. **Add a note in the comments** indicating who and why the ACH was changed.
11. Fax (701-328-0108) the paperwork authorizing the ACH change to the Vendor Registry Office.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.